

Sick Leave

Human Resources Policy- #202

Policy:

Sick leave may be taken in fifteen (15) minute increments. An Employee may use sick leave if the absence is due to:

- Sickness or bodily injury that may prevent an Employee from performing his/her regular duties.
- Medical/Dental appointments.
- The actual period of temporary disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the Employee's period of temporary disability recognized as sick leave.
- Quarantine due to a contagious disease in the Employee's immediate family or exposure to a contagious disease when continuous work might jeopardize the health of others.
- Death in the Employee's immediate family, not to exceed five (5) days, for any one occurrence. The Department Director may authorize additional use of sick leave, under exceptional circumstances, up to ten (10) days. Immediate family is defined as wife, husband, mother, father, brother, sister, children, grandparents, grandchildren, plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.
- Sick leave may also be used when illness or a medical appointment of an Employee's spouse, child, or parent/parent in-law or grandparent/grandparent in-law requires the presence of the Employee.

Employees must notify their immediate supervisor of the desire to take sick leave prior to the leave, or no later than one (1) hour before the beginning of a scheduled workday. Such notice must be made in the manner acceptable to the Supervisor and must include the nature of the absence and the expected duration.

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Absences longer than 3 days may require a health care provider's note to return to work. In addition, any absence lasting 3 days or longer must be reported to Human Resources for review under Family and Medical Leave.

Any absence(s) while on sick leave that meets the definition for the Family Medical Leave Act will be designated as such (see [Family and Medical Leave](#) policy).

Sick Leave Accrual will be as Follows:

Average Scheduled Weekly Hours	Hours Earned Per Pay Period	Days of Sick Leave Earned per Year
40.00	3.69 hours	12 days
42.50	5.54 hours	12 days

At the time of separation, any sick leave owed the County shall be deducted from the Employee's final pay check.

Sick Leave Maximum Accrual

There is no maximum accumulation of sick leave. Sick leave may accumulate as long as the Employee works for Davidson County.

Physician's Certification

At any time, the employee's Department Director with the approval of the Human Resources Director may require a statement from the employee's Health Care Provider that the employee was unable to report for work.

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Retirement Credit for Accrued Sick Leave

Sick leave earned monthly is allowed as creditable service at time of retirement to employees who are members of the N.C. Local Governmental Employee's Retirement System. One month of credit is allowed for each twenty (20) days of unused sick leave at retirement, and an additional month for any part of twenty (20) days left over.

Transfer from Other Agencies/Entities

Any person that was employed by a State Agency or University, a County, or a Municipality of North Carolina within one year immediately prior to their employment with Davidson County will have their accumulated sick leave transferred in accordance with this provision and with the Local Government Retirement System, G.S. 128-26(e).

Return to Employment with Davidson County

Any former employee of Davidson County who returns to work with the County within one year of separation will have any accrued sick leave from their prior County employment reinstated. Unless the returning employee's sick leave was transferred to another agency at prior separation from employment. If sick leave was transferred out, restoration of any sick leave earned with Davidson County must be transferred in, as provided by the Transfer from Other Agencies/Entities section of this policy.

Separated Employees

Employees who retire or resign and are not reinstated with Davidson County within a one (1) year period shall lose all sick leave credits. No Employee shall be paid for any accrued sick leave at time of termination.

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Scope:

This policy applies to all eligible employees.

Document Change Record

Revision	Description
6-1-2023	Revised Policy